

- (1) The agency, or any component thereof;
- (2) Any employee of the agency in his or her official capacity;
- (3) Any employee of the agency in his or her individual capacity where the DOJ has agreed to represent the employee; or
- (4) The United States Government, where the agency determines that litigation is likely to affect the agency or any of its components.

**POLICIES AND PRACTICES FOR STORAGE, RETRIEVAL, ACCESS, RETENTION AND DISPOSAL OF RECORDS:**

**STORAGE:**

Electronic database records reside on the SBA secured mainframe system.

**RETRIEVAL:**

Name of individual and business name.

**SAFEGUARDS:**

Access and use is limited to persons whose official duties designate such a need; personnel screening by password is used to prevent unauthorized disclosure.

**RETENTION AND DISPOSAL:**

The 8(a) Business Development program adheres to the SBA's Records Management Program's Standard Operating Procedures (SOP 00 41 2), in particular, Records Group 80. Records Group 80 states that 8(a) subcontracts are destroyed 6 years and 3 months after cutoff; 8(a) business plan files are destroyed 6 years and 3 months after cutoff; and miscellaneous business plan files (non-record subject material) are destroyed 2 years after cutoff.

**SYSTEM MANAGER(S) AND ADDRESS:**

PA Officer, Associate Administrator for 8(a) Business Development and the Field Office Systems Manager. See Appendix A.

**NOTIFICATION PROCEDURES:**

An individual, who is inquiring whether the System of Records contain information about him or her, may submit a record inquiry either in person or in writing to the PA Officer, Associate Administrator for 8(a) Business Development or, Field Office Systems Manager.

**ACCESS PROCEDURES:**

PA Officer or Field Office Systems Manager will determine procedures.

**CONTESTING PROCEDURES:**

Individuals seeking to contest or amend information contained in this system of records should contact the system manager listed above, state the

reason(s) for contesting the record and the proposed amendment sought.

**RECORD SOURCE CATEGORIES:**

Small business concerns who have applied to or are participants in the 8(a) Business Development program.

**Delorice P. Ford,**

*Senior Privacy Act Official.*

[FR Doc. 04-20315 Filed 9-9-04; 8:45 am]

BILLING CODE 8025-01-P

**DEPARTMENT OF STATE**

[Public Notice: 4827]

**60-Day Notice of Proposed Information Collection: Generic Clearance Information Collection for ECA Evaluation Program, OMB No. 1405-XXXX**

**ACTION:** Notice of request for public comments.

**SUMMARY:** The Department of State is seeking Office of Management and Budget (OMB) approval for the information collection described below. The purpose of this notice is to allow 60 days for public comment in the **Federal Register** preceding submission to OMB. We are conducting this process in accordance with the Paperwork Reduction Act of 1995.

- *Title of Information Collection:* Generic Clearance Information Collection for ECA Evaluation Program.
- *OMB Control Number:* 1405-XXXX.
- *Type of Request:* New Collection.
- *Originating Office:* Bureau of Educational and Cultural Affairs (ECA), Office of Policy and Evaluation (ECA/P).
- *Form Number:* None.
- *Respondents:* Respondents of program evaluation and/or program monitoring activities under the proposed information collection may include U.S. and foreign applicants, current grantee exchange visitor participants (J-1 visa holders) and alumni of the Bureau of Educational and Cultural Affairs (ECA) exchange programs, domestic grantee organizations and program administrators, foreign partner organizations, domestic and foreign hosts of exchange visitor participants, and other similar types of respondents associated with ECA exchange programs.
- *Estimated Number of Respondents:* 2,617.
- *Estimated Number of Responses:* 2,617.
- *Average Hours Per Response:* 45 minutes.
- *Total Estimated Burden:* 1,962 hours.

• *Frequency:* Information may be collected annually, on occasion, and per evaluation project.

• *Obligation to Respond:* Voluntary.

**DATES:** The Department will accept comments from the public up to 60 days from September 10, 2004.

**ADDRESSES:** You may submit comments by any of the following methods:

- E-mail: *MartinTL1@state.gov*. You must include the DS form number (if applicable), information collection title, and OMB control number in the subject line of your message.
- Mail (paper, disk, or CD-ROM submissions): Tamara L. Martin, U.S. Department of State, Bureau of Educational and Cultural Affairs, Office of Policy and Evaluation (ECA/P), 301 4th Street SW, Room 336 (SA-44), Washington, DC 20547.

**FOR FURTHER INFORMATION CONTACT:**

Direct requests for additional information regarding the collection listed in this notice, including requests for copies of the proposed information collection and supporting documents, to Tamara L. Martin, U.S. Department of State, Bureau of Educational and Cultural Affairs, Office of Policy and Evaluation (ECA/P), 301 4th Street SW., Room 336 (SA-44), Washington, DC 20547, who may be reached on (202) 205-1975.

**SUPPLEMENTARY INFORMATION:** We are soliciting public comments to permit the Department to:

- Evaluate whether the proposed information collection is necessary for the proper performance of our functions.
- Evaluate the accuracy of our estimate of the burden of the proposed collection, including the validity of the methodology and assumptions used.
- Enhance the quality, utility, and clarity of the information to be collected.
- Minimize the reporting burden on those who are to respond, including the use of automated collection techniques or other forms of technology.

*Abstract of proposed collection:* The information collection will facilitate the Bureau of Educational and Cultural Affairs' (ECA) ability to regularly collect critical and timely feedback data from a defined universe of respondents (customer base). The evaluation and performance measurement data obtained through the information collection will allow ECA to better assess and improve ECA's exchange programs, learn more about the results and effectiveness of ECA programs, and comply with reporting requirements established by Congress and the Office of Management and Budget. ECA's

exchange programs are critical to the Department of State's foreign policy mission and public diplomacy strategy as they are designed to help promote a balanced and accurate view of the United States and build partnerships around the world.

*Methodology:* Data collected through the information collection will be derived from customer/ respondent paper and on-line surveys, personal interviews and/or focus groups. The customer/respondent base includes applicants, participants, alumni, program administrators, hosts and grantee organizations involved in ECA exchange programs.

Dated: August 17, 2004.

**Cathy Chikes,**

*Executive Director, Bureau of Educational and Cultural Affairs, Department of State.*  
[FR Doc. 04-20525 Filed 9-9-04; 8:45 am]

BILLING CODE 4710-05-P

**DEPARTMENT OF STATE**

[Public Notice 4816]

**U.S. Advisory Commission on Public Diplomacy Notice of Meeting**

The U.S. Advisory Commission on Public Diplomacy will hold a meeting at the U.S. Department of State at 2201 C Street, NW., Washington, DC on September 28, 2004 at 9 a.m. The Commissioners will release their 2004 annual report on public diplomacy programs.

The Commission was reauthorized pursuant to Public Law 106-113 (H.R. 3194, Consolidated Appropriations Act, 2000). The U.S. Advisory Commission on Public Diplomacy is a bipartisan Presidentially appointed panel created by Congress in 1948 to provide oversight of U.S. Government activities intended to understand, inform and influence foreign publics. The Commission reports its findings and recommendations to the President, the Congress and the Secretary of State and the American people. Current Commission members include Barbara M. Barrett of Arizona, who is the Chairman; Harold C. Pachios of Maine; Ambassador Penne Percy Korth of Washington, DC; Ambassador Elizabeth F. Bagley of Washington, DC; Charles "Tre" Evers III of Florida; Jay T. Snyder of New York; and Maria Sophia Aguirre of Washington, DC.

For more information, please contact Matt J. Lauer at (202) 203-7880.

Dated: September 3, 2004.

**Matthew J. Lauer,**

*Executive Director, U.S. Advisory Commission on Public Diplomacy, Department of State.*

[FR Doc. 04-20524 Filed 9-9-04; 8:45 am]

BILLING CODE 4710-11-P

**DEPARTMENT OF STATE**

[Public Notice 4784]

**Shipping Coordinating Committee**

The Department of State's Subcommittee on Ocean Dumping of the Shipping Coordinating Committee will hold an open meeting on Tuesday, October 26, 2004, from 2 p.m. to 4 p.m. to obtain public comment on the issues to be addressed at the November 1-5, 2004, Twenty-sixth Consultative Meeting of Contracting Parties to the London Convention. The London Convention of 1972 is the global international treaty regulating ocean dumping. The meeting will also review the results of the Twenty-seventh Scientific Group Meeting of the London Convention that was held in Mombasa, Kenya from May 3-7, 2004.

In addition, participants at this meeting will discuss plans for ratification, by the United States, of the 1996 London Protocol. The Protocol is a treaty signed by the United States in 1998 that is separate from the London Convention. It sets forth a regime that is more comprehensive, more stringent, and more protective of the marine environment than the London Convention.

The public meeting will be held at the U.S. Environmental Protection Agency offices located at 1201 Constitution Avenue, NW., Washington, DC 20004 in Room 1117A. Interested members of the public are invited to attend, up to the capacity of the room. Please check in with the EPA security desk when you enter the building.

For further information, please contact: Patrick Cotter, Office of International Affairs, U.S. Environmental Protection Agency, Mail Code 2660R, 1200 Pennsylvania Avenue, NW., Washington, DC 20460, telephone (202) 564-6414, e-mail [cotter.patrick@epa.gov](mailto:cotter.patrick@epa.gov).

Dated: September 2, 2004.

**Clayton Diamond,**

*Executive Secretary, Shipping Coordinating Committee, Department of State.*

[FR Doc. 04-20523 Filed 9-9-04; 8:45 am]

BILLING CODE 4710-07-P

**OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE**

**Generalized System of Preferences (GSP): Initiation of a Review To Consider the Designation of Serbia and Montenegro as a Beneficiary Developing Country Under the GSP**

**AGENCY:** Office of the United States Trade Representative.

**ACTION:** Notice and solicitation of public comment.

**SUMMARY:** This notice announces the initiation of a review to consider the designation of Serbia and Montenegro as a beneficiary developing country under the GSP program and solicits public comment relating to the designation criteria. Comments are due October 12, 2004 in accordance with the requirements for submissions, explained below.

**ADDRESSES:** Submit comments by electronic mail (e-mail) to: [FR0440@ustr.gov](mailto:FR0440@ustr.gov). For assistance or if unable to submit comments by e-mail, contact the GSP Subcommittee, Office of the United States Trade Representative; USTR Annex, Room F-220; 1724 F Street, NW., Washington, DC 20508 (Tel. 202-395-6971).

**FOR FURTHER INFORMATION CONTACT:** Contact the GSP Subcommittee, Office of the United States Trade Representative; USTR Annex, Room F-220; 1724 F Street, NW.; Washington, DC 20508 (Telephone: 202-395-6971, Facsimile: 202-395-9481).

**SUPPLEMENTARY INFORMATION:** The GSP Subcommittee of the Trade Policy Staff Committee (TPSC) has initiated a review in order to make a recommendation to the President as to whether Serbia and Montenegro meets the eligibility criteria of the GSP statute, as set out below. After considering the eligibility criteria, the President is authorized to designate Serbia and Montenegro as a beneficiary developing country for purposes of the GSP.

Interested parties are invited to submit comments regarding the eligibility of Serbia and Montenegro for designation as a GSP beneficiary developing country. Documents should be submitted in accordance with the below instructions to be considered in this review.

**Eligibility Criteria**

The trade benefits of the GSP program are available to any country that the President designates as a GSP "beneficiary developing country." In designating countries as GSP beneficiary developing countries, the President must consider the criteria in sections